



## Assad khan

- DOB # 17 March 1991
- Visa status: Flexi visa (1 Year)
- Nationality : Pakistani
- Marital status: married
- Location: RIFFA BAHRAIN

Email : [asad.ktk606@gmail.com](mailto:asad.ktk606@gmail.com)

Direct / WhatsApp : [+973 34423845](tel:+97334423845)

With 5+ years of experience preparing flawless presentations, assembling facility reports, and maintaining the utmost confidentiality. Looking to leverage my knowledge and experience in prestigious firm regarding necessary Documents for import and export from Bahrain , managing transport fleet and logistics procurement services.

## Work Experience

### ADMINISTRATIVE ASSISTANT & TRANSPORT CORDINATOR

Niazi group of companies

- ALFAHAD TRANSPORT
- NIAZI CARGO & PACKING
- NIAZI METALS SCRAP CO w.I.I

September 2019 to PRESENT

- Scheduling and coordinating approval, appointments, and Collaborating arrangements for export of all kinds of Ferrous and non ferrous commodities from Bahrain. Overlooking the loading operation of cargo and handling of shipping containers within yard .
- Dealing with every Shipping line, Ministry of Environment and Bahrain Chamber of commerce , Bahrain customs & KHALIFA BIN SALMAN PORT
- Trained 1 administrative assistant during a period of company expansion, ensuring that they pay explicit attention to company policies
- Developed filing for VAT & stock reports.

- Maintaining utmost discretion when dealing with sensitive topics
- Managed heavy transport operation (consisting fleet of 10 trucks) to Khalifa bin Salman port FOR IMPORT & EXPORT.
- With extensive experience in procurement, I have a proven track record of delivering significant cost savings and optimizing supply chain efficiency. In my previous role, I led strategic sourcing initiatives that resulted in a 10% reduction in procurement costs. My expertise also includes contract negotiation, ensuring favorable terms and conditions with suppliers, as well as managing supplier performance and mitigating supply chain risks.

### **SECRETARY TO CEO**

#### **NIAZI TRADING - Manama April 2016 to May 2018**

- Typed documents such as correspondence, drafts, memos, and emails regarding every documents required in export
- Opened, sorted, and distributed incoming messages and correspondence
- Purchased and maintained office supplies inventories, always being careful budgeting practices
- Greeted visitors and determined to whom and when they could speak with specific individuals

### **Complain Attendant & staff supervisor**

#### **DHA phase 2 (Defence Housing authority) - Islamabad - Pakistan March 2011 to March 2012**

- Handle complaints, provide appropriate solutions and alternatives within the time limits and follow up to ensure resolution.
- Contribute to team effort by accomplishing related results as needed
- Keep records of members interactions, process queries and file documents
- Recommend potential products or services to management by collecting residents information and analysing residents need.

### **Store keeper & clerk**

#### **Two star Fabrication - Taxila July 2010 to November 2010**

- Keep a record of sales and restock the store accordingly.
- Manage store staff.
- Issuing tools to workers and update the records as accordingly
- Ensure that the store is kept clean and organized.
- Mediate any confrontations between staff and clients, and de-escalate the situation.

### **Education**

- National trade certificate in Building electrician from Applied technologies institute (national training board) - NLC MANDRA - Pakistan January 2011 to September 2011

Certificate of proficiency in Electrical

From Fauji foundation TTC Attock - Attock - Pakistan January 2007 to March 2008

High school & Faculty of arts In Computer Science from Board of intermediate and secondary education - Rawalpindi - Pakistan

## **Skills**

**Microsoft office , word , excel , Arabic , fluent English**

## **Certifications/Licenses**

### **Driving license**

April 2017 to April 2027

## **Additional Information**

- adaptability
- collaboration
- Strong work ethic
- problem solving